

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **June 17, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:31 pm.

2. Roll Call

Present: John Katers, Chair
Mike Van Lanen
Norb Dantine, Treasurer
Dave Landwehr
Bud Harris
Ray Kopish

Also Present: Dean Haen, Brown County P&SW
Chad Doverspike, Brown County P&SW
Mark Walter, Brown County P&SW

Excused: Mark Vanden Busch, Vice-Chair
Lisa Bauer-Lotto
John Kennedy

3. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

4. Approval/Modification – Meeting Minutes of April 15, 2013

A motion to approve the minutes was made by Mike Van Lanen and seconded by Norb Dantine. Unanimously approved.

5. Department Reorganization – Request for Approval

The Department name is proposed to be Brown County Port and Resource Recovery Department to better reflect business activities. The same information will be sent to PD & T for Monday (June 24, 2013), Executive Committee (July 8, 2013) and County Board (July 17, 2013). The Department has a successful track record. Dean Haen has served as Port Manager, Interim-Director and now Director. He noted that the department was being run well and missions were being accomplished; however, there were also some things that could be improved upon in order to have a flexible workforce with cross training, improved teamwork and a breakdown of information silos. For

example, the position of the Port Manager operated in a silo with total independence. That position oversaw business development, financials, project management, public relations and operations of port facilities. If the position was vacant no one could have easily and effectively completed the necessary work. Going forward, the thought is to operate more as a team and have more people in the decision making process working on pieces of the job responsibilities (cross training). Port administrative duties are proposed to be split between the Director, Business Development Manager and Operations Manager. Along with the Director, the Business Development Manager (35%) will stay on top of legislative items, writing grants, maintaining relationships, research and conducting business development opportunities. The department reorganization identifies a need for an Operations Manager (25%) to operate the Port's three disposal facilities (Bay Port, Renard, and Cat Island) and Bylsby Ave. For the Solid Waste side, the plan is to combine the Household Hazardous Waste Aides and Scale Operators to create a pool of people who would operate the Recycling Transfer Station, Household Hazardous facility, and the Solid Waste Transfer Station scale as Resource Recovery Associates. One person would remain the main contact person for each area. Additionally the Clerk/Typist II position would increase from part-time to full-time and the Account Clerk I is recommended to increase to an Account Clerk II level. The goal is to have the reorganization effective September 1, 2013.

A motion to approve the Department Organization was made by Norb Dantine and seconded by John Katers. Unanimously approved.

6. 2013 Operating Plan of the Brown County Solid Waste Management Strategic Plan – Request for Approval

Each year the department puts together three strategic plans and come back with an operating plan. Within the operating plan, the department takes a look at what was accomplished and what was not. The operating plan includes a background of the department, the department vision, and the operating goals and objectives (2012 and 2013 including the Solid Waste General Area, Transfer Station, East and West Landfill, South Landfill, BOW Tri-County, Recycling area, and Household Hazardous Waste Area.)

A motion to approve the 2013 Operating Plan of the Brown County Solid Waste Management Strategic Plan was made by John Katers and seconded by Ray Kopish. Unanimously approved.

7. BOW Recycling Facility 2nd Shift – Update

Mark Walter reported on the progress towards staffing a full-time second shift at the BOW Materials Recovery Facility. Outagamie County has been working with its county committees to get approval for a change in organization and additional staffing to allow for hiring of supervisors and maintenance staff for a 2nd shift at the MRF. The BOW is also negotiating a contract with ADS to have them bring a guaranteed amount of recycling tonnage to the BOW each year for the next 5 years to support the second shift.

8. BOW Recycling Facility 2nd Shift Letter of Support – Request for Approval

A letter of support was put together by Chairman Katers and Director Haen, supported by the Solid Waste Board directed to Phil Stecker (Outagamie County) regarding supporting the Tri-County Recycling Expansion.

A motion to approve the BOW Recycling Facility 2nd Shift Letter of Support was made by Ray Kopish and seconded by Dave Landwehr. Unanimously approved.

9. Green Box – Update

Green Box was renting the back end of the MRF. A letter in March of 2013, was sent to Green Box notifying them that they had become delinquent in their lease payments. In April, the locks were changed after a thirty-day (30) notification. In June, an individual showed alleging that they owned the equipment inside the leased premises and that Green Box did not own the equipment. The equipment was to be sold the next day to a scrap dealer in Green Bay. The owners are flying in from Denver, Colorado to have a meeting with the staff and Brown County Corporation Counsel to discuss possible remedies. In the meantime, Brown County will not dispose of the equipment.

10. Stakeholder's Meeting – June 20, 2013 @ 1:45 pm – Update

The 2nd Annual Stakeholder's Meeting is being held June 20, 2013 with Troy Streckenbach (Brown County Executive) and Andy Nickodem (Golder Associates) as speakers. Topics will include an update on activities over the past year, the status of Solid Waste, Recycling and Hazardous Waste activities currently, and a forecast of increases in the tipping fee to the municipalities.

11. Director's Report

The department is working on issues with the West Landfill flare.

The department is working with Schenk & Associates to look at designated funds and forecasting out the needs for the future.

The department is looking into options for dealing with organics recycling on a countywide basis.

12. Such other Matters as Authorized by Law

No other matters.

13. Adjourn

A motion to adjourn the meeting was made by Mike Van Lanen and seconded by Norb Dantine. Unanimously approved.

Meeting adjourned at 2:34 pm.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Solid Waste Department